

DMA Management

Minutes

Questionnaire

User's Manual

Version 2.0

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Introduction

This user manual will show you how to use DMA's new electronic MMQ system. The MMQ system will allow you to produce initial and quarterly MMQ information, print individual MMQs for all MassHealth members in your facility, and create a disk or CD-ROM for submission to the Division.

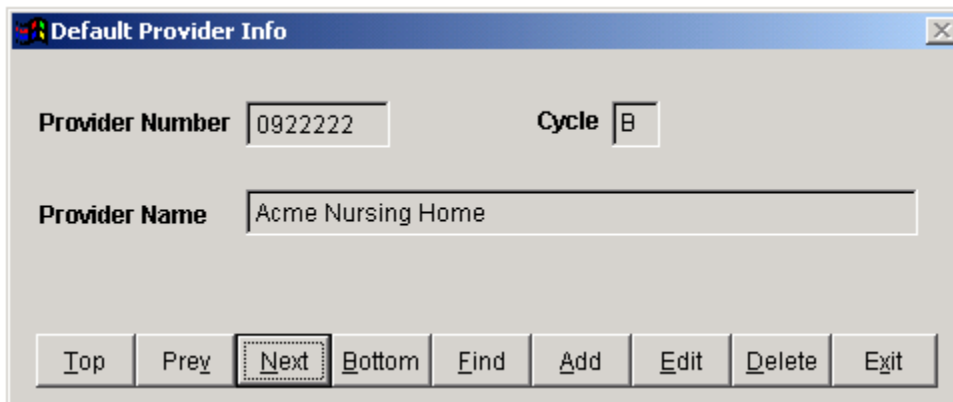
A help function is also available to assist with general questions about using the system.

System Startup

Provider Information

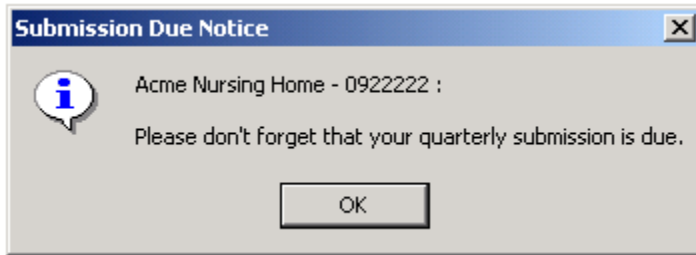
When you first run the program, the following screen will appear, and will prompt you to enter your default provider information. Click the Add button and enter the facility's seven-digit MassHealth provider number, the facility's quarterly cycle (Values A, B, or C), and the provider's "doing business as" name. To save this information, click the Save button. If you are submitting MMQs for more than one nursing facility, click Add and enter the information for the other facilities. The system will retain this information for subsequent MMQ submissions, thereby avoiding repetitive data entry. Click the Exit button to proceed.

If you determine that the information you have saved is incorrect, you can access this screen again by selecting Provider Information from the Utilities menu.

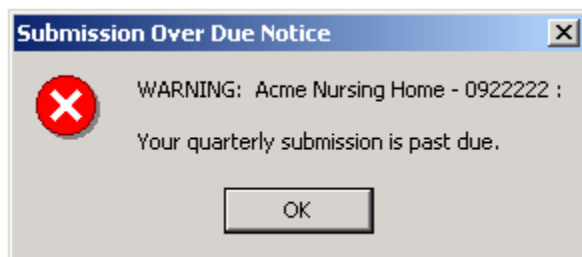


Quarterly Submission Reminder

Based on your assigned quarterly cycle, the system will determine when the quarterly submission is due or overdue. Between the 1st and 15th of the relevant submission months, the following message will appear upon system startup if you have not created a Submission Disk:



After the 15th of the relevant submission month, this message will appear if you have not submitted a disk:



The Cycle/Submission Due Date relationship is as follows :

- A: the 15th of January, April, July, and October
- B: the 15th of February, May, August, and November
- C: the 15th of March, June, September, and December

Main Menu

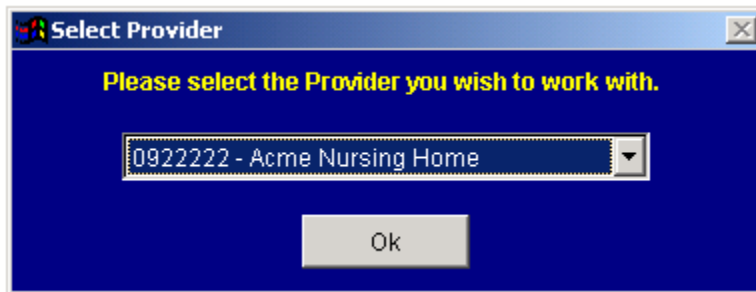
The Main Menu bar contains the following items:

- **File** — Exit the system
- **Edit** — Standard Cut & Paste options
- **Data Entry** — The MMQ Data Entry Screen
- **Utilities** — Options include: Submission Processing, Data Validation, Provider Info, Print Blank MMQ, Active Member List, Table Cleanup
- **Help** — General help on using the system

Data Entry

The system is designed for easy data entry. Most items are buttons, while some are selection drop-down boxes.

If you handle multiple providers, clicking on Data Entry on the Main Menu Bar will display a screen that asks you to select the provider for whom you will be entering data. Select the provider and click OK. (To submit MMQs for another nursing facility, you will need to exit and re-enter the data entry screen, and select the facility from this drop-down box.)



You will be brought to the first Data Entry screen. Click Add on the toolbar. Enter the member's name and identification number, reason for admission, date of admission, effective date, member's sex, member's date of birth, and member's race. Then answer questions 1 through 3. You can navigate this screen either by using the Tab key or by pointing and clicking in the appropriate fields. As you enter values for the questions, you will notice that the scores, subtotals, and totals will automatically be compiled.

If you are submitting the record for a member, click File for Submission before saving. When you save the record, it will be added to the Pending Submission List.

Note: Once the record has been saved, the file for submission check box will be cleared of its checkmark even though the record has been added to the pending submissions list.

If you are pre-entering data, but will not be submitting a file immediately, do not click File for Submission. When you are ready to file your submission, click File for Submission for each member.

Member Information — Examples of Questions 1 through 3

The screenshot shows a software window titled "DMA - Management Minutes Questionnaire". At the top, there are fields for "Member Name" (Last: DOE, First: JOHN, MI: A) and "RID" (999-99-9999-6). Below this is a tabbed interface with tabs for "Member / 1 thru 3", "4 thru 6", "7 thru 10", "11 thru 13", "14 thru 16", "17 thru 21", and "22 thru 30". The "Member / 1 thru 3" tab is active. On the left side of the form, there are fields for "Reason for Submission" (1 - Admission), "Date of Admission" (05/01/2001), "Effective Date" (05/01/2001) with a "Set to 05/01/2001" button, "File for Submission" checkbox, "Gender" (Male selected, Female), "D.O.B." (05/13/1945), "Race" (1 - White (not of Hispanic Origin)), and "Provider" (0922222-Acme Nursing Home). On the right side, there are three sections with scores: "1. Dispense Medications & Chart *" (30), "2. Skilled Observation Daily *" (15), and "3a. Personal Hygiene - Bathing" (20). Each section has radio button options for different levels of care. At the bottom right is a "Next >>" button. At the very bottom is a row of navigation buttons: Top, Prev, Next, Bottom, Find, Print, Save, Undo, Delete, and Exit.

To move through the various screens, click on the tabs you wish to view or click on the **Next >>** button in the lower right corner to move to the next screen.

Each quarterly submission will involve verifying and editing (if necessary) the Reason for Submission and the coding of each question, as well as validating that the RN Evaluator and Administrator names are correct for each submission.

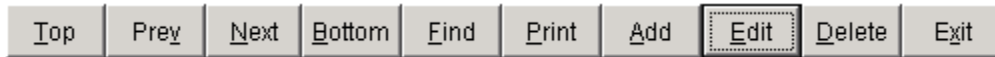
A **Set To** button will appear to the right of the Effective Date field. The Set To button shows the last Effective Date that was added or edited. To avoid excessive data entry for each quarterly submission, only the Effective Date needs to be changed if all other information remains the same (be sure that File for Submission is checked for each member).

Retroactive Submissions

If a member is retroactively approved for MassHealth benefits, you may submit both the initial MMQ and all applicable quarterly MMQs in the same submission. For the initial MMQ, add the member and click File for Submission and the Save button. To submit all applicable quarters, go back and change the Reason for Submission, the Effective Date and click File for Submission and the Save button for each applicable quarter.

Navigation

This button set will appear for your first and all subsequent submissions:



Buttons

TOP	Moves to the first record in the current record set.
PREV	Moves a record closer to the first record in the current table.
NEXT	Moves a record closer to the last record in the current table.
BOTTOM	Moves to the last record in the database.
FIND	Will enable the user to choose search criteria.
PRINT	Prints an MMQ.
ADD	Inserts a new record into the database.
EDIT	Allows you to change the data for the current record.
DELETE	Removes the selected record from the database. When you hit the Delete key, a dialog box will appear with the prompt, "Are you sure?"
EXIT	Closes the current screen.

Table Cleanup

Certain situations can cause the data to become disarrayed. Turning the computer off while the DMA MMQ Application is running is one example.

If errors occur unexpectedly, try running the Table Cleanup feature to put the data back in sync.

Saving and Validation

When you have finished editing the member data, click the Save button to retain your changes, or the Undo button to revert to the record's status before you started.

Top	Prey	Next	Bottom	Find	Print	Save	Undo	Delete	Exit
-----	------	------	--------	------	-------	------	------	--------	------

When you click the Save button, the system will validate the data you have entered. If any items fail the validation routine, you will be notified with a pop-up message, and you will be brought back to the item that is invalid.

You will have two options to validate your data: Option one is to click Save after you've completed each screen. Option two is to click Save after entering a member's complete MMQ.

In the following example, the user failed to enter the member's date of birth:

The screenshot shows the 'DMA - Management Minutes Questionnaire' window. At the top, member information is entered: Name (Last: DOE, First: JOHN, MI: A), RID: 999-99-9999-6. Below this is a tabbed interface with tabs for 'Member / 1 thru 3', '4 thru 6', '7 thru 10', '11 thru 13', '14 thru 16', '17 thru 21', and '22 thru 30'. The '11 thru 13' tab is selected. The form contains several sections: 'Reason for Submission' (1 - Admission), 'Date of Admission' (05/01/2001), 'Effective Date' (05/01/2001), 'Sex' (Male selected), 'Race' (1 - White (not of Hispanic Origin)), and 'Provider' (0922222-Acme Nursing Home). On the right, there are score sections: '1. Dispense Medications & Chart *' (30), 'Personal Hygiene - Grooming' (15), and 'Bathing' (20). A 'Validation' pop-up window is displayed in the center, showing a red 'X' icon and the message 'Date of Birth Must be Entered.' with an 'OK' button. The 'Save' button in the bottom toolbar is highlighted.

Data-Entry Screens — Examples of Questions 4 through 6

DMA - Management Minutes Questionnaire

Member Name: DOE JOHN A RID: 999-99-9999-5

- Last - - First - - MI -

Member / 1 thru 3 4 thru 6 7 thru 10 11 thru 13 14 thru 16 17 thru 21 22 thru 30

SCORE	SCORE
4. Dressing 20 <ul style="list-style-type: none"> <input type="radio"/> C1/S0 - independent / restorative prg. <input type="radio"/> C2/S30 - assist <input checked="" type="radio"/> C3/S30 - totally dependent <input type="radio"/> C4/S0 - socks & shoes only <input type="radio"/> C5/S0 - not dressed 	6. Eating 110 <ul style="list-style-type: none"> <input type="radio"/> C1/S0 - independent / restorative prg. <input type="radio"/> C2/S20 - assist <input type="radio"/> C3/S45 - totally dependent <input type="radio"/> C4/S90 - tube fed <input type="radio"/> C5/S90 - I.V. <input checked="" type="radio"/> C6/S110 - tube fed & assist <input type="radio"/> C7/S135 - tube fed and totally dependent <input type="radio"/> C8/S135 - tube fed & I.V.
5. Mobility 32 <ul style="list-style-type: none"> <input type="radio"/> C1/S0 - independent / restorative prg. <input type="radio"/> C2/S0 - independent w/wheelchair <input checked="" type="radio"/> C3/S32 - walks with assist <input type="radio"/> C4/S32 - wheelchair with assist <input type="radio"/> C5/S0 - nonambulatory 	

Next >>

Top Prev Next Bottom Find Print Save Undo Delete Exit

Examples of Questions 7 through 10

DMA - Management Minutes Questionnaire

Member Name: DOE JOHN A RID: 999-99-9999-5

- Last - - First - - MI -

Member / 1 thru 3 4 thru 6 7 thru 10 11 thru 13 14 thru 16 17 thru 21 22 thru 30

SCORE	SCORE
7. Continence/Catheter - Bladder 0 <ul style="list-style-type: none"> <input type="radio"/> C1/S0 - continent <input checked="" type="radio"/> C2/S0 - incontinent occasionally <input type="radio"/> C3/S48 - incontinent & toileted <input type="radio"/> C4/S48 - incontinent <input type="radio"/> C5/S20 - indwelling catheter <input type="radio"/> C6/S18 - bowel incontinent & bladder training 	8. Bladder/Bowel Retraining 18 <ul style="list-style-type: none"> <input type="radio"/> C1/S0 - no retraining received <input type="radio"/> C2/S50 - bladder retraining <input checked="" type="radio"/> C3/S18 - bowel retraining <input type="radio"/> C4/S68 - bladder and bowel retraining
Continence/Catheter - Bowel <ul style="list-style-type: none"> <input type="radio"/> C1/S0 - continent <input checked="" type="radio"/> C2/S0 - incontinent occasionally <input type="radio"/> C3/S48 - incontinent & toileted <input type="radio"/> C4/S48 - incontinent <input type="radio"/> C6/S18 - bowel incontinent & bladder training <p>Note: if bladder is C5 & bowel is C3 or C4/S38</p>	9. Positioning 36 <ul style="list-style-type: none"> <input type="radio"/> C1/S0 - independent <input checked="" type="radio"/> C2/S36 - assist
	10. Pressure Ulcer Prevention 0 <ul style="list-style-type: none"> <input checked="" type="radio"/> C1/S0 - no preventions measures <input type="radio"/> C2/S10 - preventive measures

Next >>

Top Prev Next Bottom Find Print Save Undo Delete Exit

Examples of Questions 11 through 13

DMA - Management Minutes Questionnaire

Member Name: DOE JOHN A RID: 999-99-9999-5

- Last - - First - - MI -

Member / 1 thru 3 4 thru 6 7 thru 10 11 thru 13 14 thru 16 17 thru 21 22 thru 30

SCORE

11. Skilled Procedure Daily/Pressure Ulcer SubTotal 381

CO/SO if none 60

daily frequency / S10X frequency

Enter # at each stage

- 1 - - 2 - - 3 - - 4 - Freq. 6

0 3 3 0

12. Skilled Procedure Daily / Other SCORE

☐ CO/SO if none 40

daily frequency / S10X frequency

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9

Enter up to 3 proc types

08 - Tracheostomy Care

11 - Not in use at this time

11 - Not in use at this time

13. Special Attention 38.1

Code A - immobility ☐ 0 ☒ 1

Code B - severe spasticity/rigidity ☐ 0 ☒ 1

Code C - behavioral problems ☐ 0 ☐ 1 ☐ 2 ☐ 3

Code D - isolation ☐ 0 ☐ 1

If applies, Code 1,2,3; otherwise, Code 0. Score 10% of SubTotal.

Next >>

Top Prey Next Bottom Find Print Save Undo Delete Exit

Examples of Questions 14 through 16

DMA - Management Minutes Questionnaire

Member Name: DOE JOHN A RID: 999-99-9999-5

- Last - - First - - MI -

Member / 1 thru 3 4 thru 6 7 thru 10 11 thru 13 14 thru 16 17 thru 21 22 thru 30

SCORE

14. Restorative Nursing 30

Code 0/SO if none ☐ 0 ☐ 0 ☒ 0

Code 1 - 7 / S30

Code 1 - dressing ☐ 1 ☐ 1 ☐ 1

Code 2 - personal hygiene ☐ 2 ☐ 2 ☐ 2

Code 3 - eating ☐ 3 ☐ 3 ☐ 3

Code 4 - ostomy teaching ☐ 4 ☐ 4 ☐ 4

Code 5 - diabetic teaching ☐ 5 ☐ 5 ☐ 5

Code 6 - ambulation ☐ 6 ☐ 6 ☐ 6

Code 7 - range of motion ☒ 7 ☐ 7 ☐ 7

Care provided only by a licensed nurse

15. Toilet Use

☐ Code 1 - independent

☒ Code 2 - assist

☐ Code 3 - totally dependent

☐ Code 4 - not toileted

16. Transfer

☒ Code 1 - independent

☐ Code 2 - assist

☐ Code 3 - totally dependent

☐ Code 4 - bed bound

CATEGORY T Grand Total 449.1

Next >>

Top Prey Next Bottom Find Print Save Undo Delete Exit

Examples of Questions 17 through 21

DMA - Management Minutes Questionnaire

Member Name DOE JOHN A **RID** 999-99-9999-5
 - Last - - First - - MI -

Member / 1 thru 3 4 thru 6 7 thru 10 11 thru 13 14 thru 16 17 thru 21 22 thru 30

17. Mental Status
☐ Code 1 - oriented
☒ Code 2 - disoriented
☐ Code 3 - not yet determined

18. Restraint
☒ Code 1 - not ordered
☐ Code 2 - ordered not used
☐ Code 3 - ordered and used daily

19. Activities
☐ Code 1 - always active
☒ Code 2 - occasionally active
☐ Code 3 - rarely active or not active
☐ Code 8 - not yet determined

20. Consultations - Frequency -
 11 - Speech Therapy 2 - 2 - 3 Times Per Week
 88 - Not determined 0 - None
 88 - Not determined 0 - None

21. Medications - Frequency -
 0 - None 0 - None
 0 - None 0 - None
 0 - None 0 - None
 0 - None 0 - None

Next >>

Top Prev Next Bottom Find Print Save Undo Delete Exit

Examples of Questions 22 through 30

DMA - Management Minutes Questionnaire

Member Name DOE JOHN A **RID** 999-99-9999-5
 - Last - - First - - MI -

Member / 1 thru 3 4 thru 6 7 thru 10 11 thru 13 14 thru 16 17 thru 21 22 thru 30

22. Accidents/Contracture/Weight Change
 Accidents ☐ Yes ☒ No
 Contracture ☐ Yes ☒ No
 Weight Change ☐ Yes ☒ No

23. Primary Diagnosis
 393.9

24. Secondary Diagnosis
 . . .

The undersigned certifies, under penalty of perjury, that this Management Minutes Questionnaire is a true and correct statement of documented nursing services provided to the above-named patient.

25. Name of RN Evaluator MARY SMITH **26. Eval Date** 04/15/2001
27. Name of Administrator JOHN SMITH **28. Affiliation** 1 - Nursing Facility Staff

29. Discharge Reason 00 - Admitted **30. Discharge Date** / /

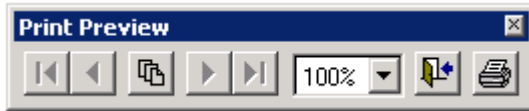
Start >>

Top Prev Next Bottom Find Print Save Undo Delete Exit

Printing

To print your validated MMQ, click the Print button, which will display the Print Preview toolbar.

Print Preview Toolbar



All reports are first generated in Preview mode. The Print Preview Toolbar will appear during the Preview mode when you request an MMQ Form, an Active Member List, a Validation Error Log, or any other type of report.

If the report is multiple pages, the arrow buttons will be enabled, allowing you to skip forward and backward by page, or to jump to the first or last page.

The button with the image of layered pages allows you to select a specific page to view.

The button with the image of the open door will allow you to exit from the Preview Mode without printing.

Clicking on the Print button at the end will display the standard Windows print screen, where you can specify the destination printer, specific pages to print, the number of copies, etc.

Active Member List

The Utilities Menu enables you to print a blank MMQ and to print a list of all currently active members:

Report Designer - mmqlist.frx - Page 1				
DMA MMQ Active Member Listing				
Member Name	RID	Effective Date	Score	Category
BURNS, PAT	111-11-1111-3	04/12/2001	52.80	J
DOE, JOHN	333-33-3333-9	04/12/2001	245.30	S
KEENAN, MIKE	222-22-2222-6	04/12/2001	30.00	H
LINCOLN, ABRAHAM	231-39-3939-7	03/10/2001	228.00	R
SMITH, JOHN	999-99-9999-5	04/12/2001	30.00	H
Active DMA Member Count :			5	

Submission Processing

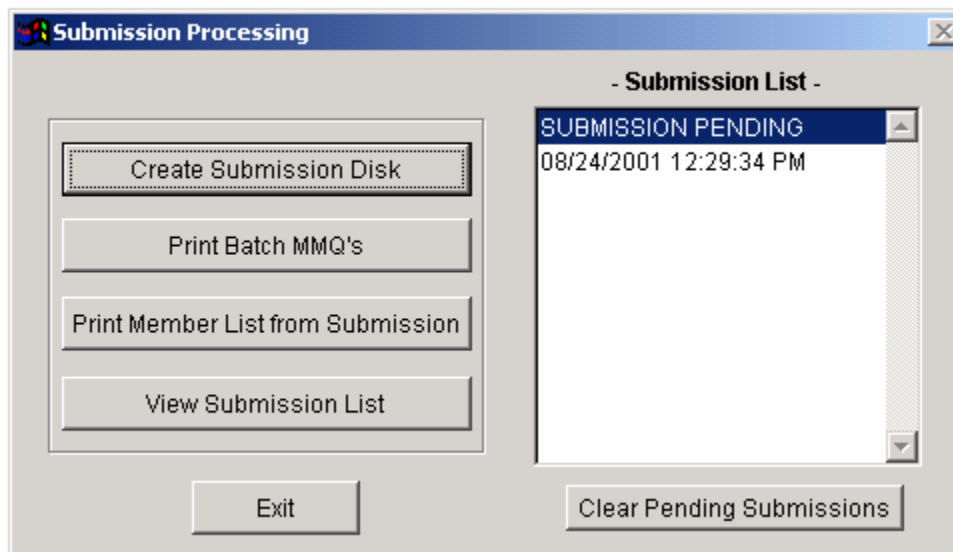
This option allows you to create the Submission Disk, batch-print all the MMQs on a Submission, print a member list from a submission, and clear pending submissions.

Create Submission Disk

Each member that is saved with the File for Submission box checked will be added to the Submission Pending list. When you open the submission processing screen from the utilities menu you must highlight the listing for 'submission pending' and then click the Create Submission Disk button. This will copy those records to a file on diskette (by selecting to save to the A:\ drive) that can be sent to DMA. In addition, the records will be saved on the system and will be labeled with a date and time that the Submission Disk was created.

You may also recreate or view a submission list that has previously been downloaded by highlighting the date and time of that download and clicking create submission disk or view submission list.

Users must submit data on a quarterly basis according to their cycle. Discharges and Admits can also be submitted during the course of the quarter.



Print Batch MMQs

This function allows you to print all MMQs for the members on a Submission. If you submit for multiple providers, you will be prompted to select the facility from the drop-down box.

Print Member List from Submission

This function allows you to print a list of all members on a submission. If you submit for multiple providers, you will be prompted to select the facility from the drop-down box.

View Submission List

You may view the partial contents of any submission file, whether it is one that was sent to a disk or if it is the Pending Submission list.

[illegible]

If you are viewing the Pending Submission List (as in the example above), a Delete button will allow you to remove Members from the list. Just click on the Member record you want to remove and click on the Delete button.

Clear Pending Submissions

If you determine that you incorrectly selected members for submission, you may use this function to remove all members from the pending submission.

Finding Members

To locate a member, click on the Find button and the following screen will appear:

The screenshot displays the 'DMA - Management Minutes Questionnaire' application window. At the top, member information is entered: Member Name (BOURQUE, RAYMOND, E), RID (999-99-9999-5), and a score of 30. A 'Find' dialog box is overlaid on the main window. The dialog box has a 'Find By:' dropdown menu set to 'Last Name', an equals sign operator, and an empty text box for the search value. Below these are four buttons: 'Find', 'Find Next', 'View List', and 'Close'. The background window shows a list of members with columns for Member ID, Name, RID, and Score. The 'Find' button is highlighted, indicating it is the active action.

The Find screen provides a Find By drop-down box that allows you to search by Last Name or by RID (in the above example, Last Name is chosen). Based on the option selected, enter either the name or the RID in the box to the far right.

Next, click on the Find button. The first member that matches the criteria will appear in the Data Entry screen. The Find button will be disabled, and the Find Next button will be enabled, allowing you to look for any subsequent members that match the criteria.

Clicking on the View List button will display the entire member list:

The screenshot shows a software window titled "DMA - Management Minutes Questionnaire". Within this window, a smaller dialog box titled "Locate Case" is open. The dialog box contains a table with five columns: RID, Name, AdmitDate, EffectDate, and an unlabeled column. The first six rows of the table contain case information:

RID	Name	AdmitDate	EffectDate
1111111113	BURNS,PAT	04/12/2001	04/12/2001
2222222226	KEENAN,MIKE	04/12/2001	04/12/2001
2313939397	LINCOLN,ABRAHAM	03/10/2001	03/12/2001
3333333339	DOE,JOHN	04/12/2001	04/12/2001
89088888880	SMITH,MARY	04/12/2001	04/12/2001
9999999995	BOURQUE,RAYMOND	04/10/2001	04/12/2001

Below the table are several empty rows and a scroll bar at the bottom. A "Close" button is located at the bottom right of the dialog box.

The list initially appears in RID order, but you can re-sort it by double clicking on the column heading with the method by which you want to sort. The sort column will appear to the far left.

Data Validation

This option in the Utilities Menu allows providers and vendors **using their own software** to ensure that they are submitting valid data according to the Division's specifications.

This option will prompt you to specify a text file to validate. Once the file is specified, the validation routine will ensure that the data is formatted properly, that required fields are filled, and that values fall within specified ranges.

If the file is valid, a message will appear at the end of the process.

If the file is not valid, an error report will appear displaying the fields that did not conform, and indicate why. **The user is responsible for correcting and revalidating the file.**

Report Designer - errorlog.frx - Page 1

External Data Validation - Error Log

The following fields failed the validation process:

- Last Name (Empty)
- 10th RID Character (Invalid 10th Character)
- Category (Out of Range)
- Med 1, Type (Out of Range)

Invalid Field Count :	4
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